

Chromebook Repair Process:

1. Teachers/Staff: Fill out the Chromebook Repair Form for each chromebook needing repairs.
2. Bring the form(s) & broken chromebook(s) to your campus library. The Library Manager will submit this information into CISD Chromebook Return Report.
3. Library Managers: Please designate a repair pick-up area for chromebook(s) entered into the chromebook repair system only. If they are not entered into the system, do not set them out, they will be brought back without being repaired! A technician assigned to campus that day will look-in for pickup's if any.
4. When chromebook repairs are complete, technicians will bring them back to the library. They will have a signing sheet, with one column for returning chromebooks & one column for retired (if any). They will require a signature before leaving the chromebooks. We ask that you make a copy of these sheets, for your records. They can help with end of year tallying on how many devices were retired that year.
5. Please assign a 2nd point of contact in case the Library Manager is away, someone can still sign for the return of chromebooks and knows how the process works.